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Executive Registry

1-8007

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

FROM : Deputy Assistant Director for Operations

SUBJECT: Request for Revision of FBID T/O

DATE: 14 MAY 1951

1. The current FBID T/O provides for two classified positions at each of the [REDACTED]. These positions are Bureau Chief, GS-12, (Information and Editorial Specialist) and Information and Editorial Specialist, GS-11.

2. This complement of classified personnel was provided to operate one eight-hour shift per day. The work load of each Bureau has now increased to a point where two eight-hour shifts daily are required. Experience over the past several months has clearly demonstrated that it is physically impossible for the Bureau Chief to handle his normal editorial work load effectively and to execute necessary administrative functions as well.

4. From the above it may be seen that both an operational (editorial) and administrative staff shortage is involved. Although one full-time Editor and one full-time Administrative Assistant at each Bureau is not justified at this time, it is believed that an editor having some administrative training could be employed and it is proposed that a new position of Editor-Administrative Assistant be established. FBID would train the incumbent before assigning him to the position.

5. It is therefore requested that the T/O of each of the FBID [REDACTED] be revised as follows:

Add: 1 Editor-Administrative Assistant, GS-9

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. [REDACTED] IN CHARGE [REDACTED]
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S C REF. JUST.
 NEXT REV DATE 1/8/51 REV DATE 1/8/51 REVIEWER [REDACTED] TYPE DOC. 02
 NO. PGS 4 CREATION DATE [REDACTED] ORG COMP [REDACTED] OFI 32 ORG CLASS C
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MAY 15 1951